



# Recreation Reservation Policies



## **Alcohol & Smoking**

The City of Abilene prohibits the possession or consumption of alcoholic beverages inside any buildings, facilities, and park (Section 22-2). Violations could result in fines, penalties, and/or arrests.

City of Abilene buildings, facilities, and parks are “Smoke Free” areas (Ordinance #41-2014). Violations could result in fines, penalties, and/or arrests.

## **How to Reserve a Facility**

Reservations requests can be made online at [www.abilenetx.com/rentals](http://www.abilenetx.com/rentals) or in person at the Community Services Department, 633 Walnut, Monday through Friday between 8 a.m. and 5 p.m. For more information, please call (325) 676-6217. Advance reservations are considered on a first come, first served basis for up to one year advance. Reservations are subject to any price increase approved by the City Council. The person renting the City facility must be 21 or older.

## **Cancellation Policy**

A two weeks notice is required in order to cancel, modify, or transfer a reservation. There will be a \$5 charge for canceling or transferring a reservation. Reservations are not confirmed until the application and rental fee have been filed and approved by the Community Services Department

## **Payment Options**

The City of Abilene accepts checks made payable to City of Abilene, Visa, MasterCard, American Express, and Discover, Cash & Money Orders.

**ALL Rental Fees including the deposit, hourly rate, and administration fee are due at the time the reservation is made.**

**For more information call 325-676-6217 or email us at [parksandrec@abilenetx.gov](mailto:parksandrec@abilenetx.gov)**

Compliance with all city, state, and federal laws is required. Facilities are not available for overnight use. The Community Services Department reserves the right to deny or cancel a reservation for failure to observe rules during previous use of facilities. Failure to comply with any of our policies could result in a forfeiture of the deposit and potential liability.

# Reservation Policies

## Activity Building Rental Fees

Cobb and Rose Activity Buildings

- Half Day Rental fee is \$135 (9am-4pm or 5pm-12am) with a \$100 deposit and a \$5 administration fee.
- Full Day Rental is \$150 (8a-12a) with a \$100 deposit and a \$5 administration fee.
- Rental times must include set-up and clean-up.
- Deposit can be refundable pending the event clean-up.
- Non-profit and Commercial rates will vary. Please call 325-676-6217 for pricing and qualifications.

## Recreation Center Rental Fees

Cobb, Daniels, Rose, and Sears Recreation Centers (available between 8am to 12am)

- \$35 per hour (minimum 2 hour rental) with a \$100 deposit and a \$5 administration fee.
- Rental times must include set-up and clean-up.
- Deposit can be refundable pending the event clean-up.
- Non-profit and Commercial rates will vary. Please call 325-676-6217 for pricing and qualifications.

## Reservation Rules

1. No push pins, nails, staples, tape, or adhesives shall be affixed to the walls, ceilings, or floors.
2. The use of candles is not permitted.
3. The City of Abilene is not responsible for items left inside the Recreation Centers or Activity Buildings.
4. Reservation of the facility does not secure any parking spaces. Parking is first come, first serve.
5. Users shall leave all City Facilities in a clean and satisfactory condition upon conclusion of the activity. All refuse shall be placed in appropriate cans or dumpsters.
6. Do not drag tables or chairs across the floor.
7. Please return tables and chairs to the appropriate location.
8. Parking on the grass is not permitted.
9. Thermostat is not to be set below 70 on Air Conditioning and above 74 on Heating
10. A Staff member will be onsite during the entirety of the reservation at the Recreation Centers.
11. Keys and/or a code will be assigned for the Activity Buildings.
12. All tables, chairs, bleachers or other equipment used during a reservation must be returned to the place and position they were in at the beginning of the reservation.
13. Other rooms are not available for reservations and will remain locked throughout the reservation

**For all emergencies during the reservation, please check with staff or call 325-668-1501**  
**Failure to comply with any policy may result in a forfeiture of the deposit and potential liability**